



Maintaining an Active Grant: How to Understand and Effectively Manage a COPS Grant

On-Line Training



Summary of On-line Training Topics



- *Overview of COPS Grant Programs*
- *Grant Program Requirements*
- *Grant Maintenance: Progress Reports, Modifications and Extensions*
- *Important Contact Information*



COPS Grant Programs

“Discretionary” Grant Programs

Universal Hiring Program (UHP)
Tribal Resources Grant Program (TRGP)
COPS in Schools (CIS)
Secure Our Schools (SOS)
Interoperable Communications Technology Program
(ICTP)
Child Sexual Predator Program (CSPP)

“Sponsored” Grant Programs

Technology (Tech)
Methamphetamine (Meth)
Safe Schools Initiatives (SSI)



Management of Hiring Grants (Discretionary)



- UHP (Universal Hiring Program)
- TRGP (Tribal Resources Grant Program)
- CIS (COPS in Schools)



Hiring Grants

Allowable Costs



- Entry-level salaries and approved fringe benefits for three years (thirty-six months) for:
 - newly hired entry-level career law enforcement officers
 - newly hired lateral transfers
 - rehired officers



Hiring Grants

Unallowable Costs



- Hiring grant funds **do not pay for:**
 - overtime
 - training
 - equipment
 - weapons
 - vehicles
 - uniforms
 - indirect costs



UHP and Tribal Hiring General Overview



- Provides funding for approved salaries and benefits to hire new officer positions.
- Three-year (36-month) grant term.
- Up to \$75,000 in federal funds per officer over 3-year period.
- Minimum 25% local cash match required, unless a waiver is granted.
- Officer must perform community policing activities, but no restrictions on where those activities must be performed (community, schools, etc.).



Frequently Asked Question



Q: Our agency has used the full 36 months of UHP funding, but we still have some funds remaining in our account. Can we continue to draw federal funds beyond month 36?

A: No, any funds remaining after paying for officer salaries and benefits for 36 months should not be drawn down and will be de-obligated by the COPS Office at the end of the grant period.



COPS In Schools

General Overview



- Provides funding for approved salaries and benefits to hire new officer positions to be used as School Resource Officers (SROs).
- Three-year (36-month) grant term.
- Maximum of \$125,000 in federal funds per position over the three-year funding period.
- No local match if salary and benefits over the three-year funding period are less than \$125,000.
- Local match waivers are not allowed.
- Law enforcement agency must have a Memorandum of Understanding (MOU) with the school at the time of application.
- Must meet training special condition.
- Officer(s) must spend at least 75% of time in and around K-12 schools.



COPS In Schools

Frequently Asked Questions



Q: What happens to the SRO during summer months and non-school hours?

A: Funded SROs must spend a minimum of 75% of their time in and around the schools working on youth-related activities. It will be left to the agency to track this requirement. Time may be tracked weekly, annually, by school year or other means.



Comparison of UHP/Tribal Hiring and CIS Grants



UHP/Tribal Hiring

- *3 yrs. (36 mos.)*
- *\$75,000*
- *Minimum 25%*
- *Yes, prior to fiscal year '08 on a case-by-case basis*
- *Must perform community policing activities*

Grant Term

Max. Fed Funds

Local Match

Local Match Waivers Granted?

Officer Restrictions

CIS

- *3 years (36 mos.)*
- *\$125,000*
- *N/A under \$125K*
- *No*
- *Must spend minimum of 75% of time in schools*



Secure Our Schools (SOS)

- Funding is for the purpose of enhancing school safety and security in and around school grounds.
- In FY '08, approximately \$15 million was awarded to help jurisdictions with schools in high-risk areas respond to growing safety concerns.
- Two-year grant program (grants awarded prior to FY '05 were one year in duration).
- 50% local cash match requirement.



Secure Our Schools (SOS)



- SOS grants provide funding to police agencies to work with school partners to address persistent crime and disorder problems occurring in and around school campuses.
- Commonly requested items and resources under SOS are:
 - Surveillance cameras, metal detectors, hand-held wand detectors, 2-way radios, perimeter, interior/exterior lighting, security assessments, training, and consultants.



Secure Our Schools (SOS) Frequently Asked Questions



Q: I have an SOS award to install a web-based camera system in our schools. We achieved a significant cost savings during the project due to the price of technology decreasing. Can we add additional cameras to the schools with this funding?

A: Yes, an agency may change the project by submitting a budget modification request to the COPS Office detailing approved and actual costs, and what you would like to fund with any cost savings. Please keep in mind, however, that modifications can never increase the original amount of the award.



Secure Our Schools (SOS) Frequently Asked Questions



Q: Our agency would like to purchase mobile metal detectors to be used at school functions and other community events. Is this allowable?

A: Generally, costs for items that will not be dedicated to improving the safety and security of the schools exclusively are not considered allowable. Therefore, this would not be permissible under the SOS award.



TRGP Equipment/Training Grants



- All Federally Recognized Tribes are eligible to apply.
- Prior to FY '05, TRGP E/T grants were one year in duration; since FY '06, the awards have been two years in duration.
- Through FY '06, there was a 25% local match requirement for TRGP E/T grants (agencies could also apply for a full or partial waiver of the local match).
- For FY '07 and FY '08, there were no local match requirements (100% federal funding).
- In FY '07 and FY '08, agencies with 20 or fewer sworn officers could apply for funding up to \$200,000, and agencies with more than 20 officers could apply for up to \$400,000.



TRGP Equipment/Training Grants



Fundable Items under TRGP E/T:

- Background Investigations
- Basic and Specialized Law Enforcement Training
- Community Policing Training
- Computer Training
- Uniforms and Basic Issue Equipment
- Technology
- Police Vehicles



Interoperable Communications Technology Program (ICTP)



- Awarded to law enforcement agencies to enhance public safety through wireless voice interoperability and data information sharing.
- Targeted to invited jurisdictions based on population of Metropolitan Statistical Areas – MSAs. Funding was competitive and applications were peer reviewed for selection decisions.
- Multi-jurisdictional and multi-disciplinary projects.
- One-year grant for awards made in FY '03 and FY '04; became a three-year award period in FY '05.
- 25% local cash match with Federal cap of \$6 million.



Child Sexual Predator Program (CSPP)



- Funding is provided to law enforcement agencies to reduce child endangerment through the establishment and/or enhancement of strategies to locate, arrest, and prosecute child sexual predators and exploiters.
- Funding may be used for the approved entry-level salary and benefits of newly hired, full-time sworn career law enforcement officers, prosecutors, technology and equipment, training, and non-sworn personnel costs.



Child Sexual Predator Program (CSPP)



- There was no local match for CSPP in FY '08.
- Only invited agencies were eligible to apply. Invited applicants included approximately 160 state, local, and tribal law enforcement agencies identified by each United States Attorney (USAO) with a particular need for additional resources to locate, arrest, and prosecute child sexual predators.
- Funded agencies are required to partner with their local USAO, and those that demonstrated a partnership with the US Marshal's Service received some priority consideration, along with those proposals that demonstrated a multi-jurisdictional and/or multi-disciplinary approach.



Child Sexual Predator Program Frequently Asked Questions



Q: How were agencies invited to apply for funding?

A: The COPS Office contacted all U.S. Attorney Offices (USAOs) and allowed each USAO to nominate up to two agencies within their jurisdiction to be invited to apply for CSPP funds. USAOs were asked to coordinate with their United States Marshall when making those recommendations.



Waivers of the Local Match



- Under certain programs, the COPS Office may grant a partial or full “waiver” of a grantee’s required local match. If available, this information is noted in the applicable program application guide. [Waivers were not available for FY '07 or FY '08 programs.]
- To maximize the number of communities benefitting from COPS grants, the COPS Office will only waive the local match upon satisfactory, documented demonstration of severe fiscal distress which significantly impacts your law enforcement agency’s ability to provide services.



Sponsored Grants

- Technology Program (TECH)
- Methamphetamine Program (METH)
- Safe Schools Initiative (SSI)



Sponsored Grant Programs ("Targeted")

- There are three COPS Sponsored ("Targeted") Grant Programs: the Law Enforcement Technology Program, the Methamphetamine Initiative, and the Safe Schools Initiative.
- Agencies designated to receive targeted funding are named in each year's appropriations bill passed by Congress.
- Depending upon the program and the project designated in the appropriations language, agencies may choose to receive various types of equipment and technology, personnel, supplies, training, travel, and consultant costs.
- Targeted grants do not require a local match or a retention requirement. However, nonsupplanting rules do apply to all Sponsored Grant Programs.



Sponsored Grants: Allowable Costs

Items funded under targeted grant programs must be purchased using the legislative guidelines established each year by Congress.

For Example:

- \$250,000 for the Smith County Sheriff's Office, FL, to combat the production and distribution of methamphetamine.
- \$350,000 for Jonesville, IA for a regional training system.
- \$12,000 for Doe Co., VA, for law enforcement technologies.
- \$500,000 for the Gotham Co. Sheriff's Department, CA, for automation infrastructure upgrades.



Sponsored Grants: Technology Program



- In general, the Technology Program provides funding to purchase and implement technology solutions to address public safety issues and enhance community policing efforts within grantees' jurisdictions.
- The amount of funding available to specific grantees in FY '08 was designated in the Consolidated Appropriations Act, 2008 (P.L.110-161).
- With the exception of FY '07, the Technology Program does not have a local cash match requirement.



Sponsored Grants: Methamphetamine Initiative



- The Methamphetamine Initiative helps state and local law enforcement agencies combat the proliferation of methamphetamine by hiring personnel, purchasing equipment, cleaning-up labs, and obtaining critical training in meth related interdiction tactics, investigation, and prosecution.
- The amount of funding available to specific grantees in FY '08 was designated in the Consolidated Appropriations Act, 2008 (P.L.110-161).
- There is not a local cash match requirement.



Sponsored Grants: Methamphetamine Initiative



- Grant recipients are encouraged to develop partnerships with other agencies, including the Environmental Protection Agency (EPA), fire departments, mental health and child protection services, local businesses, and other local law enforcement to combat the spread of meth in their communities.
- COPS also provides funding to the Drug Enforcement Administration (DEA) to provide training to law enforcement professionals on lab clean-up efforts, including basic certification, officer safety, and tactical training.



2007 Technology Program and Methamphetamine Initiative



- In contrast to all other fiscal years, the FY '07 Technology Program and FY '07 Methamphetamine Initiative were NOT targeted. Rather, they were competitive, discretionary programs.



Sponsored Grants: 2007

Technology Program



- Under the FY '07 COPS Technology Program, 37 agencies were awarded \$159M. There is a 25% local cash match requirement.
- The FY '07 Tech Program provided funding to agencies specifically to enhance data information-sharing efforts and voice interoperability within states or territories and among regional partners.



Sponsored Grants: 2007 Technology Program



Mandatory and Optional Technical Assistance Requirements:

- Technical assistance provided by SEARCH.
- Attendance was required at a COPS-sponsored technical assistance kickoff conference in December, 2007.
- The project budget included travel costs for up to four representatives to attend the kickoff conference.
- Regional conferences are held as optional training.
- The grantee's project budget can include travel costs for up to two representatives to attend a regional conference at the COPS Office's expense.
- One mandatory on-site technical assistance visit to each grantee will be conducted by SEARCH.



Sponsored Grants: 2007



COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

Methamphetamine Initiative

- In FY '07, discretionary funding was available for the purpose of enhancing methamphetamine reduction efforts through coordinated prevention, intervention, treatment, and enforcement activities.
- As in prior years, and overall goal of the FY '07 Methamphetamine Initiative was to increase community policing strategies to reduce the manufacture, distribution, and use of methamphetamine.
- Under the FY '07 COPS Methamphetamine Initiative, 117 agencies were awarded \$43.6 million under a competitive solicitation.
- Federal funds were capped at \$450,000, and there was no local cash match requirement.



Sponsored Grants: Safe Schools Initiative (SSI)



- SSI is an earmark program designed to promote youth safety and enhance school and community programs.
- It is a two-year grant program, with no matching funds required (grants awarded prior to FY2005 were one year in duration).



Grant Program Requirements



Where to Find Your Grant Conditions



- COPS grant conditions are printed on the back of each grant award document.
- A Grant Owner's Manual (GOM) is included with each COPS grant award. This document lists and explains each program's grant conditions in detail.
- A current GOM for most COPS grant programs can be found online at www.cops.usdoj.gov.



Assurances and Certifications

- All grantees must comply with the Assurances and Certifications which are signed and submitted at the time of the grant application.
- Assurances and Certifications outline the legal and administrative requirements which govern the use of federal grant funds (e.g., nonsupplanting, drug-free workplace, etc.).



Community Policing

- All COPS grantees must implement their community policing plan, which was submitted at the time of the original application.
- Significant changes in the community policing plan must be approved by COPS Office. Changes are “significant” if they deviate from the range of possible community policing activities identified and approved in the original community policing plan submitted with your application.
- Each COPS-funded officer (or an equal number of locally-funded veteran officers) must initiate or enhance community policing.



Local Match (if applicable)



- Local matching funds may *not* come from funds already budgeted for law enforcement purposes
- Local match must be paid during the grant award period. For hiring grants, local match must increase during the grant period as the federal share of funding decreases.
- Grantees must maintain records that show the local match:
 - Source - From state, local, or BIA funds (federal funds only if specifically authorized by statute).
 - Amount - As required by the grant terms and by statute.



Sole Source Justification

- Written approval is required for using a vendor selected without a competitive bidding process to procure an item or group of like items in excess of \$100,000.
- Grantee may not draw down or expend funds on that procurement prior to written approval by COPS.



Sole Source Justification

Justification for non-competitive procurement should include:

- Description of program and item being contracted for, as well as the amount of the contract
- Explanation of why it is necessary to contract non-competitively
- Time constraints, if any
- Uniqueness of item(s) or services
- Declaration that this action is in the “best interest” of the agency
- Any other relevant information. *For additional guidance, please see the Sole Source Fact Sheet at www.cops.usdoj.gov/files/RIC/Publications/e0407271.pdf or contact the COPS Office.*



Consultant/Contractor Rate (CCR) Rule

- Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with OMB cost principles and consistent with that paid for similar services in the marketplace.
- Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process.



Consultant/Contractor Rate (CCR) Rule



- Several key pieces of information are required by the COPS Office for CCR requests, including but not limited to: 1) a description of services to be provided; 2) documented prior circumstances when a similar rate was charged; and 3) letters of reference by previous clients.
- For additional guidance, please see the CCR Fact Sheet at:
www.cops.usdoj.gov/files/RIC/Publications/e01089122_factsheet.pdf or contact the COPS Office.



Criminal Intelligence Systems



- A Criminal Intelligence System shares criminal intelligence data with other law enforcement jurisdictions.
- All equipment grantees must sign and return the *Criminal Intelligence Systems/28 CFR Part 23 Compliance Special Condition* as part of the grant application. The Special Condition may be answered in one of two ways:
 - No, the grantee will not use grant funds to operate a criminal intelligence system.
 - Yes, the grantee does intend to use grant funds to operate a criminal intelligence system and agrees to comply with 28 CFR Part 23.



National Environmental Policy Act of 1969 (NEPA)

- *Pub. Law 91-190 - 42 U.S.C. §4321 et seq*
- *NEPA incorporates environmental planning into federal agency planning and decision-making processes.*
- *NEPA's environmental impact assessment requirements apply to federal programs and projects that might have a significant impact on the quality of the human environment such as:*
 - *Grant awards for renovation and construction projects*
 - *The Methamphetamine Program*



National Environmental Policy Act of 1969 (NEPA)



- To comply with NEPA, an Environmental Assessment and Finding of No Significant Impact were completed for the Methamphetamine Initiative.
- Requires Methamphetamine grantees to comply with and all federal, state, and local environmental, health, and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal, storage and disposal of all chemicals, equipment, and wastes.



Grant Maintenance: Reports, Modifications and Extensions



Financial Status Reports (FSRs)



- All COPS grantees are required to submit quarterly Financial Status Reports (FSRs) using a Standard Form 269A (SF-269A). COPS grantees can now submit SF-269As online at:
<https://www.cops.usdoj.gov>.
- For general information concerning online filing of SF-269A reports, go to www.cops.usdoj.gov/ric/ResourceDetail.aspx?RID=106 or contact the COPS Office Response Center by phone at 800.421.6770 or by e-mail at: AskCopsRC@usdoj.gov.



Progress Reports

- Progress Reports are survey instruments that the COPS Office uses to monitor grants.
- The Department Annual Progress Report (DAPR) for hiring grants and the COPS Non-Hiring Progress Report (CNHPR) are used to satisfy COPS Office reporting requirements.



Department Annual Progress Report (DAPR) - Hiring

- In 2005, a new “Department Annual Progress Report” (DAPR) was implemented for all UHP, CIS, and Tribal hiring grants. The DAPR replaced the yearly “COPS Count” calls for hiring grantees.
- The DAPR may be completed on-line through the COPS web site (www.cops.usdoj.gov). It may also be completed over the phone by contacting an Information Specialist with Vistronix, Inc. at 1-800-659-7379.



Department Annual Progress Report (DAPR) - Hiring Grants



- The DAPR is typically made available to hiring grantees at the beginning of each calendar year, and the reporting period covers activities which took place during the previous calendar year.
- Please note that failure to submit progress reports may result in the suspension or termination of grant funding.



DAPR - Frequently Asked Questions



Q: What is the difference between the sections of the DAPR on “active” hiring grants and “expired” hiring grants? Which section of the report do I need to submit?

A: If your agency has an active grant (the grant did not have an end date falling within the previous calendar year), then your agency must fill out the section for *Active Hiring Grants*. Your agency must fill out the section for *Expired Hiring Grants* if your agency has an expired grant (any grant whose end date fell during the previous calendar year and is not yet closed). Therefore, your agency may be required to fill out the sections for *Active Hiring Grants* and *Expired Hiring Grants* in the same reporting period, for different grants.



COPS Non-Hiring Progress Report



- In 2008, a new progress report was instituted for all Non-Hiring COPS grants.
- It covers grant programs such as Tech, Meth, SSI, SOS, ICTP, and TRGP E/T.
- It became available in early 2008 and is a requirement for all agencies with non-hiring grants.
- It is similar to the DAPR in that it will may be submitted on-line or via phone.
- It may be collected annually or quarterly, based on agency type.
- The final report will be collected shortly after the completion of the grant (within 90 days).



COPS Non-Hiring Progress Report FAQs



Q: What is a "non-hiring" grant?

A: It is a COPS grant that does not provide funding to hire sworn law enforcement personnel. Instead, non-hiring grants fund things such as equipment, technology, and non-sworn civilian personnel. Examples of non-hiring grant programs funded by the COPS Office include the following:

- Methamphetamine Initiative (METH)
- Technology Program (TECH)
- Secure Our Schools (SOS)
- Interoperable Communications (ICTP)
- Tribal Resources Equipment /Training (TRGP-ET)
- Research, Evaluation, and Training Grants and Cooperative Agreements



COPS Non-Hiring Progress Report FAQs



Q: Our agency has several grants with the COPS Office. We have received a notification that we need to submit a COPS Progress Report for our hiring grant, and then another notice stating that we need to submit a COPS Progress Report for our non-hiring grant as well. Do we need to complete both?

A: Yes, if your agency has both hiring and non-hiring grants, then your agency must submit both types of progress reports because they refer to different types of grants. When completing these respective progress reports, refer to the grant numbers for each question and provide responses as they relate to the program or project for those grant numbers.



Grant Modifications

Q. What is a grant modification?

A. When an agency wishes to use federal grant funds for the purchase or hire of allowable items other than what was approved in the original budget, the agency must request a modification of its grant award.



Grant Modifications

Why would you need to modify your grant?

- To reduce the number of officers to be hired through the grant.
- To change the type of officers to be hired through the grant (e.g., modifying two PT positions to one FT).
- To request the purchase of different equipment (or pay for different training) than what was originally funded through the award.
- To purchase a different quantity of a type of equipment funded through the award (for example, to purchase six laptops instead of five).
- To utilize cost savings to purchase additional equipment or training.



Grant Modifications

- To request a modification to your award, submit a letter on official letterhead that includes:
 - ORI and grant number.
 - Details of the award (e.g., number of officers or civilians, equipment awarded, total dollar amount, etc.).
 - A narrative description of the proposed change(s), including information on any new items to be purchased (if applicable), and a detailed explanation of why the change is being requested.
- Departments should also submit revised budget worksheets that reflect all changes.



Grant Modifications

Technology and Methamphetamine awards require the use of grant-specific “Modified Budget Detail Worksheets.” These worksheets will use the following format:

Original Budget			
Item	Quantity	Cost per Item	Total Cost
In-car Cameras	20	\$6,500	\$130,000
MDT's	0	\$0	\$0

Actual Budget				
Item	Quantity	Cost per Item	Total Cost	Difference
In-car Cameras	19	\$6,000	\$114,000	\$16,000
MDT's	5	\$3,200	\$16,000	(\$16,000)

For every new item that was not included in your original budget, a detailed description of that item is required.

For information on Technology and Methamphetamine Program modifications, please call your program point of contact at 1-800-421-6770.



Grant Modifications

- Agencies may not request modifications to increase award amounts.
- Agencies wishing to withdraw from their grant award should contact their Grant Program Specialist at 800-421-6770.



Extensions of the Grant Period



What is a grant extension?

- A grant extension provides the agency with extra time to finish the drawdown of grant funds and to complete program requirements.
- Approved only during the last quarter of the grant.
- Extensions only provide additional time, not additional funding.
- Grant extensions will not be approved after the grant end-date except under extraordinary circumstances.



Extensions of the Grant Period

- An extension request form will automatically be mailed to your agency approximately three months prior to the end date of your grant.
- You may also request an extension by submitting a letter on official letterhead that includes:
 - Your ORI and grant number;
 - The reason additional time is needed to complete the grant;
 - The amount of additional time needed (and when you anticipate the grant period to end);
 - An implementation timeline for equipment/training grants; and/or
 - A position hiring history for hiring grants, including a description of when any COPS-funded vacancies will be filled.



Extensions of the Grant Period

- All extension requests must be received from grantee agencies by the end date of the grant. Extensions will not be granted after an award end date has passed.
- An extension request that is over half the length of the original award will be required to submit a detailed explanation and justification, as well as an implementation timeline and (for hiring grants) position hiring history.
- Agencies have 90 days following the end date of their award to submit final financial status reports and draw down reimbursements for any costs incurred during the grant period. Any remaining funds will be deobligated after that time period.
- For hiring grants, an extension is not needed to cover the retention period of your grant.



Important Contact Information



Important Numbers and Addresses



- **COPS Mailing Address:**
1100 Vermont Avenue, N.W.
Washington, D.C. 20530
(overnight / courier zip: 20005)
- **Financial Status Reports Control Desk:**
 - 6th floor of address listed above.
 - 800-421-6770 (COPS Response Center)
 - www.cops.usdoj.gov/ric/ResourceDetail.aspx?RID=106



Important Contact Information

- **COPS Web Site:**
<http://www.cops.usdoj.gov>
Email questions: askcopsRC@usdoj.gov
- **COPS Response Center:**
800-421-6770
- **COPS Progress Reports:**
800-659-7379